

UNITED STATES DEPARTMENT OF AGRICULTURE

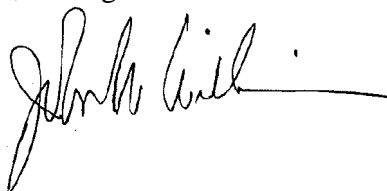
Farm Service Agency
Washington, DC 20250

Notice FI-2602

For: State and County Offices and KCFO

Closing FY 2003 Transactions

Approved by: Deputy Administrator, Management



1 Overview

A Background

FY 2003 ends Tuesday, September 30, 2003. All current FY business transactions must be recorded and received by KCFO as soon as possible after COB September 30, 2003, to allow for the annual closing of FSA and CCC accounts and preparation of annual financial statements.

B Purpose

This notice provides closing instructions to State and County Offices to ensure that all FY 2003 transactions are:

- properly recorded in a timely manner
- transmitted to KCFO.

C Contact

Contact Debbie Simmons, FMD, at 703-305-1309, if there are questions about this notice.

Disposal Date

February 1, 2004

Distribution

State and County Offices and KCFO; State
Offices relay to County Offices

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2 County Office Action

A Action Items

County Offices shall ensure that the following action items are completed:

- all FY 2003 transactions are properly entered into the system according to the applicable handbook

Note: This includes payments, collections, receivables, and claims transactions.

- CCC-184's that are to be dated before October 1, 2003, are printed
- the direct deposit file is queued and transmitted by September 30, 2003
- collections received for deposit are recorded before October 1, 2003
- accounting-related data files are queued and transmitted to KCFO no later than September 30, 2003.

B Recording Transactions

Ensure that all transactions are recorded into the system. The following table contains the transactions that must be recorded so that accurate financial statements can be prepared.

Transaction	How to Record
Payments that need to be canceled	Cancel payables through either the program application, if automated, or the Accounting Application, Check Writing Function, if nonautomated.
Collections that were prepared on manual CCC-257	Record collections through the applicable application, as follows: <ul style="list-style-type: none">• Common Receivable System (CRS), if the collection is for an established receivable, according to 67-FI• Automated Claims System (ACS), if the collection is for a claim, according to 64-FI• the Accounting Application, Cash Receipts Function, or the applicable program application, when the collection does not involve a receivable or claim, according to 3-FI.

2 County Office Action (Continued)

B Recording Transactions (Continued)

Transaction	How to Record
Payments or cash collections that need to be corrected	Correct erroneous transactions according to program regulations using options to record underpayments/overpayments or by canceling and re-entering corrected information.
Program overpayments	Record overpayments that are currently due CCC or FSA through the program application or by establishing receivables through CRS.

Note: The following areas have handbooks or notices that contain specific user instructions for originating or canceling payments and collections:

- Automated Price Support System (APSS)
- County Office administrative expense
- Conservation Reserve Program (CRP)
- Direct and Counter-Cyclical Payments (DCP)
- disaster applications
- Conservation Reporting and Evaluation System (CRES)
- Environmental Quality Incentives Program (EQIP).

2 County Office Action (Continued)

C Queue and Transmit Files on September 30

Queue and transmit files to KCFO on **September 30, 2003**, according to the following table.

Step	Action
1	<p>On Application Selection Menu FAX07001:</p> <ul style="list-style-type: none"> • ENTER “7”, “Queue Files for Transmission” • PRESS “Enter”.
2	<p>On Queue Files for Transmission Menu FMA901:</p> <ul style="list-style-type: none"> • ENTER “1”, “Queue All Daily Transmission Files” • PRESS “Enter” • the message, “Do you wish to queue for all counties?”, will be displayed • ENTER “Y” • PRESS “Enter”. <p>Note: If during the queuing process:</p> <ul style="list-style-type: none"> • the system message, “SYS MSG-3725”, which indicates a price support or a price support/accounting out-of-balance condition, is displayed and an Out-of-Balance Report is printed, see 14-PS for corrective action • Accounting Transmission Screen AEK00060, which indicates that CCC-257’s have not been prepared and/or are out-of-balance, is displayed, PRESS “Enter”. See 3-FI for corrective actions. The error conditions must be corrected before transmitting data. Rerun the queue process after corrections have been made. <p>Reminder: The “Queue All Daily Transmission Files” option does not queue the direct deposit file.</p>
3	Transmit files to KCFO during the end-of-day (EOD) process.
4	Check the exception list on October 1, 2003, to verify that all files were transmitted successfully. If the transmission is not successful, continue to step 5.
5	Retransmit the files to KCFO. If the retransmission fails, contact the FSA National Help Desk at 1-816-926-1552 or 1-800-255-2434.

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2 County Office Action (Continued)

D Mailing Transmission Tapes to KCAO

If the County Office must use a transmission tape to send the accounting files to KCAO, send the tape using an overnight express mail service. The mailing address is:

USDA, FSA, KCAO, IMPD, IDB
Attn: Susan Karr
6501 Beacon Drive, Mail Stop 8418
Kansas City, MO 64133-4676

3 State Office Action

A Queue and Transmit Files on September 30

Queue and transmit files to KCFO on **September 30, 2003**, according to the following table.

Step	Action
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none">• ENTER “7”, “Queue Files for Transmission”• PRESS “Enter”.
2	On Queue Files for Transmission to KCFO Menu FMA901: <ul style="list-style-type: none">• ENTER “1”, “Queue All Daily Transmission Files”• PRESS “Enter”. <p>Reminder: The “Queue All Daily Transmission Files” option does not queue the direct deposit file.</p>
3	Transmit files to KCFO during the EOD process.
4	Check the exception list on October 1, 2003, to verify that all files were transmitted successfully. If the transmission is not successful, continue to step 5.
5	Retransmit the files to KCFO. If the retransmission fails, contact the FSA National Help Desk at 1-816-926-1552 or 1-800-255-2434.

3 State Office Action (Continued)

B Mailing Transmission Tapes to KCFO

If the State Office must use a transmission tape to send the accounting files to KCFO, send the tape using an overnight express mail service. Use the mailing address shown in subparagraph 2 D.

4 KCFO Action

A Monitor Transmissions

KCFO shall monitor file transmissions to ensure that the following are completed:

- County Office data transmissions are received and help is provided to those County Offices experiencing difficulties in transmitting data
- State Office data transmissions are received and help is provided to those State Offices experiencing difficulties in transmitting data
- diskettes/tapes are received from those State and County Offices not able to transmit on September 30, 2003.

B Missing Office Transmissions

KCFO, Financial Operations Division, Cash Management Branch, shall request a list of missing State and County Office transmissions by 3 p.m., c.t., October 2, 2003.

5 State and County Office Reporting for FY 2003 Close

A Dairy Indemnity Payment Program (DIPP) Claims Report

By September 30, 2003, County Offices shall notify State Offices, by FAX, of the amount of FY 2003 DIPP claims paid through September 30, 2003.

State Offices shall FAX a copy of the report to PSD at 202-690-3307 by COB, October 1, 2003.

Note: This applies only to State Offices that have been provided funds for DIPP.

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5 State and County Office Reporting for FY 2003 Close (Continued)

B County Progress Reports

County Offices shall verify on October 1, 2003, that the system automatically:

- during start-of-the-day (SOD), prints and queues the September 30, 2003:
 - ACP-305 Monthly Progress Report
 - Conservation 305 Monthly Progress Report
- during EOD, transmits the data to the State Office.

Note: Software Release No. 492 provided the County Offices with the ability to automatically print and queue the ACP-305/Conservation - 305 Monthly Progress Reports during the first SOD each month.

C State Office Summary Report for Conservation

State Offices shall:

- have full responsibility for ensuring that:
 - all County Office ledgers are balanced by COB September 30, 2003
 - payments issued, minus refunds, agree with earnings at FY-end
- ensure that all County Offices have transmitted:
 - ACP-305 Monthly Progress Report
 - Conservation 305 Monthly Progress Report
- print the following State Office reports after all County Office reports are received:
 - ACP-305 Monthly Progress Report according to 1-CONSV, Part 10, Section 2
 - Conservation 305 Monthly Progress Report according to 2-CONSV, Part 15

5 State and County Office Reporting for FY 2003 Close (Continued)

C State Office Summary Report for Conservation (Continued)

- ensure that the following ACP-305 Monthly Progress Reports and Conservation 305 Monthly Progress Reports are printed for each applicable conservation program in the State:
 - ACP (CEP-16R)
 - ECP (CEP-18R)
 - ECPCGF (CEP-67R) (New Mexico Only)
 - ECPMWF2 (CEP-57R)
 - ECPMP (CEP-63R)
 - EQIP (CEP-61R)
 - Interim EQIP (CEP-60R)
 - RCWP (CEP-25R)
 - PRP (CEP-65R)
 - SIP (CEP-46R)
 - 1997 TAP (CEP-62R)
- print, queue, and transmit the ACP-305 Monthly Progress/Transmission Report and Conservation 305 Monthly Progress/Transmission Report to Kansas City no later than October 3, 2003
- monitor the accuracy of all progress reports using the State-produced reports
- take the following steps to complete FY-end reconciliation according to 1-CONSV, Part 11, using the:
 - Cumulative Reconciliation Report and Monthly Payment/Refund Activity Report provided by Kansas City
 - September ACP-305 Monthly Progress Reports
 - State Ledger Reports.

Step	Action
1	Complete all county reconciliations.
2	Prepare ACP-259B for all applicable conservation programs, except CRP.
3	Maintain a copy of all prior FY adjustments that were made to the current FY ledger.
4	Mail ACP-259B and all required documentation to Kansas City by COB December 31, 2003.